

## **DOCKET CLERK/ INTAKE CLERK/COURTROOM DEPUTY**

CL 24 - CL 26

### **INTRODUCTION:**

This position provides docketing, intake and courtroom support in a divisional office of the United States District Court. The incumbent works in the Rapid City Divisional Office performing docketing and electronic file management functions along with providing service to the public litigants, attorneys and other court officers. This incumbent also provides courtroom support for various United States District Court Judges.

1. Docket criminal and civil documents. Examine all electronic filings by attorneys to determine if they conform to established guidelines. Provide electronic case filing training to law firm staff. 50%
2. Prepare judgements and orders in civil and criminal cases. Examine electronically filled orders to determine if they conform to established guidelines. 10%
3. Answer phone inquiries and accept pleading filed over the counter. Serve as a cashier to accept and process payments made to the Clerk's office. 10%
4. Act as Courtroom Deputy for proceedings before United States District Court Judges. Position does not include calendar management responsibilities. Serve as Courtroom Deputy for all types of civil and criminal proceedings. Operate the courtroom technology equipment during proceedings. 30%
6. Perform other office duties as needed.

### **JOB REQUIREMENTS:**

Must have a working understanding of the courts electronic docket system and judicial process  
Must have a working knowledge of courtroom procedure

### **SCOPE AND EFFECT:**

The prompt and accurate docketing of documents and is necessary to allow other members of the Clerk's office to perform their duties in an expeditious way. The performance of the courtroom duties of this position impact on the court's ability to dispose of cases in a timely fashion. It is imperative that each trial move as efficiently as possible.

### **COMPLEXITY:**

Must perform a wide range of duties due to the small size of the office. Must be able to work within several automated systems in the performance of various duties.

### **WORK PARAMETERS:**

Performance is within generally understood work guidelines under limited supervision. Incumbent is expected to perform court related duties with little, if any, supervision. Office related work is performed with limited day to day supervision and requires the use of discretion in performing duties.

**PERSONAL INTERACTIONS:**

Interacts daily with office co-workers and federal judges and members of their staffs. Also interacts with attorneys, law enforcement personnel, probation officers, litigants, jurors and members of the public.

**ENVIRONMENTAL DEMANDS:**

Job performed in an open office environment and in a courtroom environment.